

COMSCINST 5605.4H	COG CODE N002	DATE 3 APR 1978
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 5605.4H
 M-11
 3 April 1978

COMSC INSTRUCTION 5605.4H

Subj: Publications allowance for MSC civil service manned ships (USNS) and requirements for the automatic distribution of publications to newly activated ships

Encl: (1) Miscellaneous Publications Allowance to be Furnished by Naval Publications and Forms Center (NAVPUBFORMCEN)
 (2) Miscellaneous Publications Allowance to be Furnished by Cognizant Navy Department Systems Command, Bureau, or Office
 (3) Miscellaneous Publications Allowance to be Furnished by COMSC
 (4) Miscellaneous Publications Allowance to be Furnished by the Applicable MSC Administrative Commander

1. Purpose. To establish the publications allowance for MSC civil service manned ships (USNS) and requirements for providing new ships with an activation allowance and automatic distribution of subsequent changes and revisions to required publications.

2. Cancellation. COMSCINST 5605.4G.

3. Objectives. It is the objective of COMSC to provide personnel aboard ships with publications required for the efficient administration and operation of ships. It is also the objective of COMSC to reduce, where possible, the administrative workload of shipboard personnel. In keeping with these objectives, and unless it is determined that a need for additional publications exist, masters and Officer-in-Charge, Military Departments (OICMILDEPTs) will be expected to hold only the publications in the amount specified herein.

4. Required Publications

a. Miscellaneous Publications. Masters and OICMILDEPTs will hold publications as indicated in enclosures (1) through (4).

3 April 1978

b. Communications, Tactical Doctrine, Allied and/or NATO Publications (COMTAC). Masters will hold a modified allowance of COMTAC publications as reflected in OPNAVINST 5605.19. Officers-in-Charge, Military Departments will maintain account of these COMTAC publications when embarked.

c. CMS Distributed Publications. Masters of ships will hold KAO-3 (Cryptographic Systems Instruction) in accordance with COMSCINST C2650.1 except masters of ships with OICMILDEPTs on board.

d. Nautical Charts and Publications. Initial distribution of nautical charts and publications will be in accordance with OPNAVINST 5605.19 and H. O. Pub 1 Portfolio Chart List. Nautical chart allowances are based on anticipated areas of operations.

(1) The above constitutes the basic minimum allowance of nautical charts and publications for MSC ships, except when modified and authorized by the administrative commander. Masters are authorized to draw such additional charts and publications as may be required for specific areas of operations.

(2) Automatic distribution of nautical charts and publications for modified allowances cannot be effected by the Defense Mapping Agency Hydrographic Center. Masters having modified allowances should, therefore, consult the monthly Information Bulletin and/or Notice to Mariners, and submit requests for required new charts and publications affecting the allowance carried on board.

(3) When required, classified charts and publications may be requisitioned by masters of individual ships. All requisitions for classified charts and publications will be submitted to the Director, Defense Mapping Agency Hydrographic Center, Washington, DC 20390, via the cognizant administrative commander for approval.

(4) Masters will maintain, correct, and update charts and publications for their immediate and prospective areas of operations.

e. Technical Manuals. Masters will hold at least one copy of applicable technical manuals for each major unit of installed equipment and machinery, and other required by NAVSHIPS Technical Manual. Manuals not currently onboard ship should be obtained via the cognizant administrative commander, from the following sources.

(1) Manuals for Navy-furnished equipment will be requested from the appropriate segment of the Navy Supply System, the systems command, or bureau/office of the Navy Department having cognizance over the procurement and/or supply of such equipment.

(2) Manuals for non-Navy furnished equipment, not identifiable or obtainable in accordance with the above, may be reproduced, using the services of the area Navy Publications and Printing Service Office, with expedient, from shipboard or local file copies.

5. Optional Publications. Subject to the approval of the administrative commander, publications other than as specified herein, may be obtained by masters and OICMILDEPTs for education and training of shipboard personnel. Requests for this material will contain a justification as to use. Suggested marine training publications for ships' training libraries are listed in CMPI 410.10, enclosure (2).

6. Activation Allowance. The complete allowances of publications authorized by this instruction, except RPS distributed items, including current editions and all effective changes, will be distributed to ships newly assigned to MSC, addressed via the administrative commander, prior to the acceptance date (promulgated by COMSC) in accordance with the following:

a. Cognizance Symbol "I" publications listed in enclosure (1) will be distributed by the Naval Publications and Forms Center.

b. Publications listed in enclosure (2) will be distributed by the cognizant systems command, bureau, or office indicated.

c. Publications listed in enclosure (3) and (4) will be distributed by COMSC and MSC administrative commanders.

7. CMS Distributed Publications. Prior to the establishment of an allowance of CMS distributed publications for any ship, an account must be established in the Communications Material System. The cognizant MSC administrative commander will therefore certify that adequate secure storage is available, that a custodian has been designated, and request establishment of such account from DCMS via COMSC. Upon the assignment of an account number, the required publications will be provided as directed by DCMS, Washington, DC.

8. Automatic Distribution of Revisions and Changes to Publications. Cognizant systems commands, bureaus, offices, and supply sources concerned will ensure that all revisions and changes to publications authorized by this instruction are furnished automatically upon publication to masters listed under T-100 Annex A and OICMILDEPTs listed under 41J, Part 1, SNDL, subsequent to distribution to the activation allowance.

9. Action. Masters and Officers-in-Charge, MILDEPTs will ensure that:

3 April 1978

- a. The allowance of publications set forth herein is on hand, corrected-to-date.
- b. Adequate security stowage is afforded classified material in accordance with OPNAVINST 5510.1.
- c. Requisitions are prepared in accordance with the procedures outlined in COMSC Instruction 4440.5, 4440.6, and 4440.7, and submitted to the MSC administrative commander for required publications not currently aboard ship.

10. Navy Department Instructions and Notices

- a. Masters. COMSC will request Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120, to furnish masters of newly activated ships with the initial allowance of applicable systems command, bureau, and office directives. Originators of these directives will also be requested to ensure that masters are placed on their respective distribution lists.
- b. OICMILDEPTs. COMSC will similarly request NAVPUBFORMCEN to furnish OICMILDEPTs assigned to newly activated ships with copies of all effective directives issued to all ships and stations. Since OICMILDEPTs are listed in SN DL, Part 1, they will automatically receive all future changes and revisions of these directives.

11. Notification of Activation. To ensure the timely delivery of publications and directives to ships, COMSC will at the earliest possible date furnish the cognizant systems commands, bureaus, offices, and supply sources concerned, with the name of each newly activated ship, the scheduled date of placement in active or full operation status (FOS), the ship account number, and the address of the MSC administrative commander to be used for mailing of material until such time as the ship is placed on the authorized Fleet Post Office mail routing list.

12. Recommendation

- a. CMS Items. Recommendations on the CMS distributed publications allowances contained in RPS 32 will be submitted in accordance with RPS 4.
- b. Other Publications. Submit to COMSC via chain of command, using the following format: Description, Recommended Change, Justifications.

"Signed"
J. D. JOHNSON

3 April 1978

Distribution:

SNDL A2A (JAG, NAVCOMPT, OCP only)
 A3 (CNO) (5)
 A4A (CHNAVMAT) (5)
 A5 (Bureaus) (5)
 21A (Fleet Commanders in Chief) (5)
 24F (COMNAVLOGPAC) (5)
 41B (MSC Area Commanders) (50)
 41C (MSC subarea commanders) (5)
 41D (MSC offices)
 41J (OICMILDEPTs)
 T-100 (MSC civil service manned ships)
 C4K (SSPO only)
 FF1 (COMNAVDIST WASH DC) (5)
 FF6 (NAVOBSY)
 FA3 (FPO LANT) (5)
 FB24 (FPO PAC) (5)
 FD1 (OCEANAV)
 FD2 (NAVOCEANO)
 FE1 (COMNAVSECGRU)
 FE2 (NAVSECSTA)
 FG1 (COMNAVCOM)
 FKA1 (Less NAVAIR) (5)
 FKM22 (NAVPUBFORMCEN) (5)
 FKP1A (NAD) (McAlester only)
 FKR3E (NAVWPNEVALFAC)

Copy to:

DMAHC (Code DST-2)

**MISCELLANEOUS PUBLICATIONS ALLOWANCE TO BE FURNISHED
BY NAVAL PUBLICATIONS AND FORMS CENTER (NAVPUBFORMCEN)**

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
NAVEXOS P-833	Civilian Marine Personnel Instructions	4 note 1		
NAVSO P-1000	Navy Comptroller Manual, Volume 4	1		
NAVSO P-1459	U.S. Navy Travel Instructions	1		
NAVSO P-3050	Navy Pay and Personnel Procedures Manual		1	
NAVSO P-6048	Department of Defense Military Pay and Allowances		1	
JAG----	Manual for Courts-Martial United States, 1969	1	1	
OPNAV 94P-3	Merint Reporting Procedure	1		
OPNAV 94P-3A	Merint Radio-Telephone Poster	1		
OPNAV 94P-3B	Merint Radio-Telephone Poster	1		
OPNAV 94P-3C	Merint Report MRF-1	1		
OPNAV Misc	Navy Department General Orders	1	1	
OPNAV Misc	U.S. Navy Regulations	1	1	
OPNAV Misc	Uniform Code of Military Justice		1	
OPNAV P-09B2-105	Catalog of Naval Shore Activities	1	1	
OPNAV P-09B2-107	Standard Navy Distribution List, Part 1 and Annex A	1	1	
NAVMAT P-10470	Safety Equipment Manual	1		
NEDTRA 10052	Bibliography for Advancement Study		1	
NEDTRA 10061	List of Training Manuals & Correspondence Courses	1	1	
NEDTRA 10489	Combined Case Instructions	1		
NEDTRA 10788	Principles of Naval Engineering	2		
NEDTRA 10848	Personnel Management		1	
NAVPERS 15046A	Ceremony for Burial of the Dead at Sea	1		
NAVPERS 15151	Bible Devotions for Lay Leaders Services	1		
NAVPERS 15665	U.S. Navy Uniform Regulations		1	
NAVPERS 15791	Bureau of Naval Personnel Manual		1	
NAVPERS 15878	Retention Team Manual		1	

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
NAVPERS 15909	Enlisted Transfer Manual		1	
NEDTRA 15934	Leadership Support Manual	1		
NAVPERS 15966	Protestant Lay Leaders Guide Part I & II	1		
NAVPERS 15972	Catholic Lay Leader Resource Guide	1		
NAVPERS 15982	Financial Management Handbook for Permanent Change of Station Travel		1	
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards		1	
NAVTRA 91983-A	Projectionist Manual	1		
MISC	Good News for Modern Man, The New Testament in Today's English Version	100		
NAVSHIPS (0901 series)	Naval Ships Systems Command Technical Manual	1 Note 4		
NAVSHIPS 0934-086-3010	Operation and Maintenance Dishwashing Machines	1		
NAVSHIPS 0900-016-0010	Manual for Tank Cleaning	1 Note 2		
NAVSUP 7	Joint Armed Forces Recipe Service	1		
NAVSUP 421	Food Service Operations	1		
NAVSUP 4400	Afloat Shopping Guide	1		
NAVSUP 4500	Consolidated Hazardous Item List	1		
NMP 5004	Handbook of the Hospital Corps, U.S. Navy	1		
NMP 5010	Manual of Naval Preventive Medicine	1 Note 3		
NMP 5026	Medical Compend for Commanders of Naval Vessels (1967)	1		
NMP 5036	Interviewer's Aid to VD Contact Investigation	1		
NMP 5052	Technical Information Manual for Medical Corps Officer	1		
NMP 5055	Radiation Health Protection Manual	1 Note 5		
NMP 5059	NATO Handbook on the Medical Aspects of NBC Defensive Operations	1		
NMP 5066	Nursing Procedures	1		

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
NTP-3	Telecommunications Users Manual	1	1	
NTP-3 Supp-1	Plain Language Address Directory	1	1	
NAVORDSYSCOM				
OP-0	Naval Ordnance Systems Command Publications	1 Note 5		
OP-04 Vol I & II	Ammunition Afloat	1 Note 5		
OP-2356	Torpedo MK37 MOD O	1 Note 5		
OP-3123	Handling of Special FBM Weapons Systems			
	Components Aboard Resupply Ships	1 Note 5		
OP-3347	U.S. Navy Ordnance Safety Precautions	1 Note 5		
OP-3696	Explosives Safety Precautions for Research Vessels	1 Note 6		
NAVSEA OP-3221	Loading and Stowage of Military Ammunition and Explosives Aboard Break Bulk Merchant Ships	1 Note 5		
FM 23-5	U.S. Rifle, .30 Caliber, M-1	1		
FM 23-35	Pistols and Revolvers	1		

NOTES:

1. Seven copies of CMPI 352, 610, 630, 713, 721, and 750 are required.
2. For AOG type only.
3. Chapters 1, 2, 3, 6, and 8 only.
4. See Appendix A to Chapter 9000 NAVSHIPS Technical Manual, dated Jan 1968, pages 5 through 7.
5. For masters of FBM support ships only (USNS FURMAN, NORWALK, MARSHFIELD, VICTORIA).
6. Applicable to all research vessels.

**MISCELLANEOUS PUBLICATIONS ALLOWANCE TO BE FURNISHED BY THE
COGNIZANT NAVY DEPARTMENT SYSTEMS COMMAND, BUREAU, OR OFFICE**

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
OFFICE OF THE CHIEF OF NAVAL OPERATIONS				
OPNAV 941-P2	Naval Communication Bulletin	1	1	
U.S. NAVAL OBSERVATORY				
	The Air Almanac	1		
	The Nautical Almanac	2		
BUREAU OF NAVAL PERSONNEL				
NAVPERS 15642	Manpower and Personnel Management Information System		1	
BUREAU OF MEDICINE AND SURGERY				
NAVMED P-117	Manual of the Medical Department		1	
STRATEGIC SYSTEM PROJECT OFFICE				
NAVORD OP-3395 (Vol I)	Weapon Direction Equipment MK1, MOD 7, D&D	1 Note 1		
NAVORD OP-3395 (Vol II)	Weapon Direction Equipment MK1, MOD 7, D&D Scheduled Maintenance	1 Note 1		
NAVAL AMMUNITION DEPOT				
SWOP 25-1	Department of Defense Nuclear Weapons Technical	1 Note 1 & 2		
SWOP 51-1	Nuclear Weapon Emergency Destruct System for Shipboard Systems (U)	1 Note 1 & 2		

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SWOP 51-1P	Nuclear Weapons Emergency Destruct System for T-AK 279 Class (Supplement) (U)	1 Note 1 & 2		
NNWD (Quarterly)	Navy Nuclear Weapons Digest (U)	1 Note 1 & 2		

NOTES:

- 1. For masters of FBM support ships only (USNS FURMAN, NORWALK, MARSHFIELD, and VICTORIA).**
- 2. Available from McAlester, OK.**

**MISCELLANEOUS PUBLICATIONS ALLOWANCE TO BE FURNISHED BY
COMMANDER, MILITARY SEALIFT COMMAND**

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
	FCC Communications Act of 1934 with Amendments and Index thereto	1		
	Alcoholics Anonymous	Special	Special	
NAVSO P-1280	Navy Industrial Fund Handbook for MSC	1		
USCG 129	Proceedings of the Merchant Marine Council, USCG (monthly)	3		
	Atlantic/Pacific Schedule of Wages Civilian Marine Personnel (as applicable)	1		
	<u>Sealift</u> Magazine (monthly)	Special	Special	
H. O. P-130	Radar Navigation Manual	1		
COMSERVLANT 4020.2A/COMSERVPAC 4020.5C	Oiler Manual	1 Note 1		

NOTE:

- 1. For Masters of ships listed under T-100D, Annex A To SNDL Part 1 only.**

**MISCELLANEOUS PUBLICATIONS ALLOWANCE TO BE FURNISHED BY
THE APPLICABLE MSC ADMINISTRATIVE COMMANDER**

<u>PUBLICATION NUMBER</u>	<u>CURRENT EDITION WITH ALL CHANGES</u>	<u>MASTER-ANNEX A SNDL T-100</u>	<u>OICMILDEPT SNDL 41J</u>	<u>HELD ON BOARD BY</u>
C. G. 108	Rules and Regulations for Military Explosives and Hazardous Munitions	2		
C. G. 115	Marine Engineering Regulations and Material Specifications	2		
C. G. 123	Rules and Regulations for Tank Vessels	2 Note 1		
C. G. 169	Rules of the Road-International-Inland	2		
C. G. 174	A Manual for the Safe Handling of Inflammable and Combustible Liquids	2		
C. G. 176	Loadline Regulations	2		
C. G. 191	Rules and Regulations for Licensing and Certifying of Merchant Marine Personnel	2		
C. G. 200	Marine Investigation Regulations and Supervision and Revocation Proceedings	2		
C. G. 227	Laws Governing Marine Inspection	2		
C. G. 239	Security of Vessels and Waterfront Facilities	2		
C. G. 257	Rules and Regulations for Cargo and Miscellaneous Vessels	2		
C. G. 259	Electrical Engineering Regulations	2		
C. G. 329	Fire Fighting Manual For Vessels	2 Note 1		
C. G. 4602	Oil Record Book for Non-Tanker	1		

Consult the current edition of the Proceedings for the Merchant Marine Council (C. G. 129) for the effective edition of the above publications. Coast Guard publications will normally be obtained from the Officer-in-Charge, Marine Inspection, for the district in which the port is located. Sufficient copies of revised publications required for one time distribution to all ships will be requested by cognizant administrative commanders from COMSC.

	Control of Communicable Disease in Man, 12th Edition 1975	1 Note 2	1
RIG SAFEARM	Recognition Identification Guide to Ship Associated Flags, Ensigns and Aircraft Rondel Markings	1	
	FCC Rules and Regulations Vol I (includes Part 13, Commercial Radio Operations), Vol IV (includes Part 83, Stations on Shipboard in the Maritime Service)	1 Note 7	
	Title 46, Shipping, Code of Federal Regulations, Part 146-149	1 Note 3	
	MERCK Manual of Diagnosis and Therapy	1 Note 4	
	Code of Federal Regulations, Title 35, Panama Canal	1 Note 5	
	Manual for use by the Maritime Mobile Service (Provisions relating to the Radio Communication Service)	1 Notes 6 & 7	
	List of Coast Stations (drawn up by the General Secretariat of the International Telecommunications Union)	1 Note 6	
	Bible, <u>Pulpit</u> , Jewish	1 Note 8	
	Manual for Jewish Lay Leaders (issue to Jewish Lay Leaders only)	1 Note 8	

NOTES:

1. Required by AOG types only.
2. Cost item. Obtainable from American Public Health Association, Dept. JMA, 1015 18th Street, NW, Washington, DC 20036.
3. Cost item. Obtainable from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
4. Cost item. Obtainable from MERCK Sharp & Dohme, Division of MERCK & Co., Inc., West Point, PA 19486.
5. Obtainable at no cost from the Chief Administrative Service Division, Panama Canal Co., Balboa Heights, Canal Zone.
6. Available from: International Telecommunications Union, Place Des Nations, CH-1211 Geneva, 20 Switzerland.
7. Less Fleet Support Ships.
8. Available on request from Area Commands' Program Coordinator.